

# How to Use the Student-Parent Portal

## Quick Reference Guide

PowerSchool's Student-Parent Portal allows parents/guardians access to their child's attendance, grades, assignments, teacher's comments, and upcoming school events in real-time.

The following describes what you may see when you sign up for the Student-Parent Portal.

If you have not signed up, please refer to the Quick Reference Guide called **"How to Sign Up for the Portal – for Parents & Guardians"** or **"How to Sign Up for the Portal – for Students"** for step-by-step instructions on how to sign up.

Once you have entered your Username and Password on the Student-Parent Portal website, the following screen appears:

**PowerSchool**

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | Balance | My Calendars | Account Preferences

Alissa April ← Click a tab to view for each of your children | Greene, Roy (Last Login: 10/22/2010 at 11:07 AM) | Logout

Grades and Attendance | Standards Grades

**Grades and Attendance**

Exp	Last Week					This Week					Course	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
SHR(1-8)											HOMEROOM ATTENDANCE ONLY AM Faber, Jacqueline B.L.	99	3	0
SH1(1,5) SH2(4,8) SH3(4,8) SH4(3,7) SH5(2,6)											MATHEMATICS 12 Faber, Jacqueline B.L.	99	2	0
SH1(2,6) SH2(1,5) SH3(1,5) SH4(4,8) SH5(3,7)											GLOBAL GEOGRAPHY 12 Batstone, Don	0	1	0
SH1(3,7) SH2(2,6) SH3(2,6) SH4(1,5) SH5(4,8)											BIOLOGY 12 Osmond, Jennifer	0	3	0
SH1(4,8) SH2(3,7) SH3(3,7) SH4(2,6) SH5(1,5)											ENGLISH 12 Pridde, Floyd E.	98	3	0
Attendance Totals													12	0

Attendance | Current weighted GPA (S1): 98.5000 | Class Schedule | Teacher Email (click a name to email a teacher)

Legend  
Attendance Codes: Blank=Present | L=Late | E=Absent Excused | U=Absent Unexcused | SC=Absent Special Circumstance | ACT=School Based Activity | ISS=In School Suspension | OSS=Out of School Suspension |

## NAVIGATION BAR

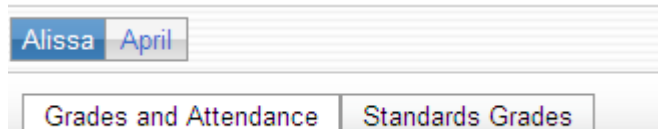
At the top of the screen, is the main navigation bar you can use to move around the Student-Parent Portal. This navigation bar allows you to access different information related to your child.

**PowerSchool**

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars | Account Preferences

### ACCESS TO MULTIPLE CHILDREN

If you have more than one child linked to your web account, you have a tab for each of your children. When you click on the tab, the information related to that child appears. In the diagram below, Alissa is the current child whose information is displayed. When you click on April, her information is displayed.



### GRADES AND ATTENDANCE

The main screen that appears is the Grades and Attendance screen. From the diagram below, you can see that the current attendance – Last Week and This Week – is displayed.

Each course that your child is taking is listed along with the name of the teacher for the course. The teacher's name appears in blue. If you click on the teacher's name, you can send an email to the teacher selected.

**Grades and Attendance**

Exp	Attendance										Course	S1	Absences	Tardies
	Last Week					This Week								
	M	T	W	T	F	M	T	W	T	F				
SHR(1-8)											HOMEROOM ATTENDANCE ONLY AM Faber, Jacqueline B.L.	99	3	0
SH1(1,5) SH2(4,8) SH3(4,8) SH4(3,7) SH5(2,6)											MATHEMATICS 12 Faber, Jacqueline B.L.	99	2	0
SH1(2,6) SH2(1,5) SH3(1,5) SH4(4,8) SH5(3,7)											GLOBAL GEOGRAPHY 12 Batsone, Don	0	1	0
SH1(3,7) SH2(2,6) SH3(2,6) SH4(1,5) SH5(4,8)											BIOLOGY 12 Osmond, Jennifer	0	3	0
SH1(4,8) SH2(3,7) SH3(3,7) SH4(2,6) SH5(1,5)											ENGLISH 12 Priddle, Floyd E.	98	3	0
Attendance Totals												12	0	

Current weighted GPA (S1): 98.5000  
[Show dropped classes also](#)

**Class Schedule**  
**Teacher Email (click a name to email a teacher)**

**Legend**  
 Attendance Codes: Blank=Present | L=Late | E=Absent Excused | U=Absent Unexcused | SC=Absent Special Circumstance | ACT=School Based Activity | ISS=In School Suspension | OSS=Out of School Suspension |

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Quick Reference Guide

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### CLASS SCORE DETAIL

A grade/mark, if available, for each course is listed by term or by final mark. If you click on the grade/mark, more details are available on the **Class Score Detail** page. This page displays course information (name of the course, teacher and final grade) along with any teacher comments related to your child. In addition, a list of all assignments and/or tests related to this course is listed with the due date and the score your child received.

• Grades and Attendance  
• Standards Grades

**Class Score Detail**

Course	Teacher	Expression	Final Grade <sup>1</sup>
MATHEMATICS 12	Faber, Jacqueline B.L.	SH1(1,5) SH2(4,8) SH3(4,8) SH4(3,7) SH5(2,6)	99%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%
09/10/2010	QZ	Quiz 1		25/25	100
09/29/2010	TST	Test 1		99/100	99

**Legend**

Grades last updated on 9/29/2010

✔ - Collected, 🟡 - Late, 🟠 - Missing, 🟢 - Score is exempt from final grade, 🟤 - Assignment is not included in final grade

<sup>1</sup> - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

### DATES OF ATTENDANCE

From the **Grades and Attendance** page, you may click on an absence or tardy number (next to each course) and the Dates of Attendance page appears. This provides a detailed listing of all the dates your child was absent or tardy for the class. Also, you can see if the absence was Excused or not based on the Legend of Attendance Codes provided (at the bottom of the screen).

**Dates of Attendance**

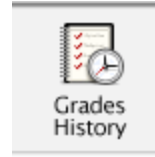
Dates of all absences for BIOLOGY 12 Exp. SH1(3,7) SH2(2,6) SH3(2,6) SH4(1,5) SH5(4,8) (BIOL12.1) for Q1:

- SH1(7) - Wednesday, September 15, 2010 - U
- SH2(6) - Friday, September 24, 2010 - E
- SH3(6) - Friday, September 24, 2010 - E

**Legend**

Attendance Codes: Blank=Present | L=Late | E=Absent Excused | U=Absent Unexcused | SC=Absent Special Circumstance | ACT=School Based Activity | ISS=In School Suspension | OSS=Out of School Suspension |

## GRADES HISTORY

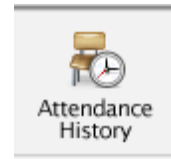


From the navigation bar, click the **Grades History** button.

This page displays a complete listing of all courses your child is taking along with their grade/mark. If you click on a grade, the **Class Score Detail** page appears.

Grade History					
Q1	Course	Grade	%	Cit	Hrs
	BIOLOGY 12		0		0
	ENGLISH 12	98	98		0
	GLOBAL GEOGRAPHY 12		0		0
	MATHEMATICS 12	99	99		0

## ATTENDANCE HISTORY



From the navigation bar, click the **Attendance History** page.

This page displays a view of all attendance by class and date.

Meeting Attendance History																					
Course	Expression	8/30-9/3				9/6-9/10				9/13-9/17				9/20-9/24				9/27-10/1			
		M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F
HOMEROOM ATTENDANCE ONLY AM Faber, Jacqueline B.L. 207 E: 9/2/2010 L: 7/1/2011	SHR(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(7)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SHR(8)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MATHEMATICS 12 Faber, Jacqueline B.L. 207 E: 9/2/2010 L: 2/1/2011	SH1(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH1(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH2(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH2(8)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(8)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GLOBAL GEOGRAPHY 12 Batstone, Don 108 E: 9/2/2010 L: 2/1/2011	SH4(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH4(7)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH5(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH5(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH1(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH1(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BIOLOGY 12 Osmond, Jennifer 221 E: 9/2/2010 L: 2/1/2011	SH2(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH2(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(5)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH4(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH4(8)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH5(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH5(7)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ENGLISH 12	SH1(3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH1(7)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH2(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH2(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SH3(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

### EMAIL NOTIFICATIONS

From the navigation bar, click the **Email Notifications** button.



This page allows you to select the types of reports you would like to receive by email and to schedule how often they are sent to you.

Select (by clicking on the check box) the reports you want to receive.

**Email Notifications : Corkum, Alissa Michelle**

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

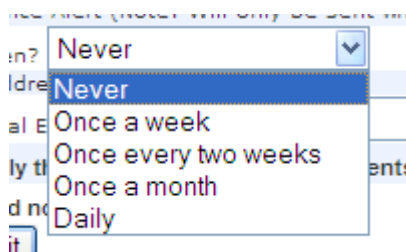
Email Address

Additional Email Addresses  (separate multiple email addresses with commas)

- Apply these settings to all your students?
- Send now for Alissa?

**NOTE:** The **Balance Alert** check box is not being used within Nova Scotia.

Next to the **'How often?'** option, the drop down list displays the options available. Select how often the reports should be sent to you.



The email address you identified when you created your web account is listed. In our example, the email address is “rgreene@somewhere.com”. You have the option to identify any additional email addresses where the reports are to be sent.

Email Address rgreene@somewhere.com

Additional Email Addresses  (separate multiple email addresses with commas)

## TEACHER COMMENTS

From the navigation bar, click the **Teacher Comments** button.



On this page, all courses are listed for the child selected. If a teacher has added any comments pertaining to the student for the course, those comments are displayed. You have the option of clicking on the teacher’s name to send an email directly to the teacher.

Alissa April Greene, Roy (Last Login: 10/22/2010 at 11:07 AM) ? Logout

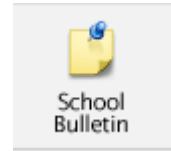
**Teacher Comments\***

Exp.	Course	Teacher	Comment
SHR(1-8)	HOMEROOM ATTENDANCE ONLY AM	Faber, Jacqueline B.L.	
SH1(1,5) SH2(4,8) SH3(4,8) SH4(3,7) SH5(2,6)	MATHEMATICS 12	Faber, Jacqueline B.L.	
SH1(2,6) SH2(1,5) SH3(1,5) SH4(4,8) SH5(3,7)	GLOBAL GEOGRAPHY 12	Batstone, Don	
SH1(3,7) SH2(2,6) SH3(2,6) SH4(1,5) SH5(4,8)	BIOLOGY 12	Osmond, Jennifer	
SH1(4,8) SH2(3,7) SH3(3,7) SH4(2,6) SH5(1,5)	ENGLISH 12	Priddle, Floyd E.	

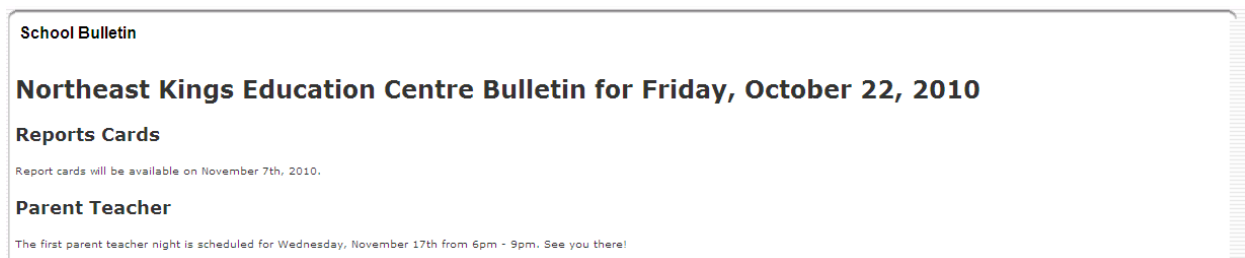
\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

### SCHOOL BULLETIN

From the navigation bar, click the **School Bulletin** button.

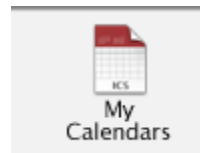


Any bulletins posted by the school are displayed on this page. This is a convenient way of finding out what events are coming up in your school.



### MY CALENDARS

From the navigation bar, click the **My Calendars** button.



My Calendar allows you to track daily events by allowing you to subscribe to and receive homework and school event information in the form of a calendar on your desktop computer.

For more information about this feature, please refer to the online help available within the Student-Parent Portal.



**IMPORTANT:** In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. Web site at [www.apple.com/ical](http://www.apple.com/ical).



**My Calendars**

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit [iCalShare](#) to find an application that supports the vCalendar standard.

**Homework Calendars**

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
SHR(1-8)	HOMEROOM ATTENDANCE ONLY AM	Faber, Jacqueline B.L.	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
SH1(1,5) SH2(4,8) SH3(4,8) SH4(3,7) SH5(2,6)	MATHEMATICS 12	Faber, Jacqueline B.L.	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
SH1(2,6) SH2(1,5) SH3(1,5) SH4(4,8) SH5(3,7)	GLOBAL GEOGRAPHY 12	Batstone, Don	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
SH1(3,7) SH2(2,6) SH3(2,6) SH4(1,5) SH5(4,8)	BIOLOGY 12	Osmond, Jennifer	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
SH1(4,8) SH2(3,7) SH3(3,7) SH4(2,6) SH5(1,5)	ENGLISH 12	Priddle, Floyd E.	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>

\*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

**School Calendars**

School Event Calendar - [Subscribe](#)

## ACCOUNT PREFERENCES

From the navigation bar, click the **Account Preferences** button.



On this page, you may change your preferences for your web account – enter a new email address, change your User Name and/or Current Password. To change your user name and/or password, click on the text next to these labels.

• Profile  
• Students

**Account Preferences - Profile**

If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the corresponding Edit button to make changes to your user name, or password.

First Name:	<input type="text" value="Roy"/>
Last Name:	<input type="text" value="Greene"/>
Email:	<input type="text" value="rgreene@somewhere.c"/>
User Name:	<input type="text" value="rgreene"/>
Current Password:	<input type="password" value="*****"/>

To change your User Name and/or Password, click the blue text.

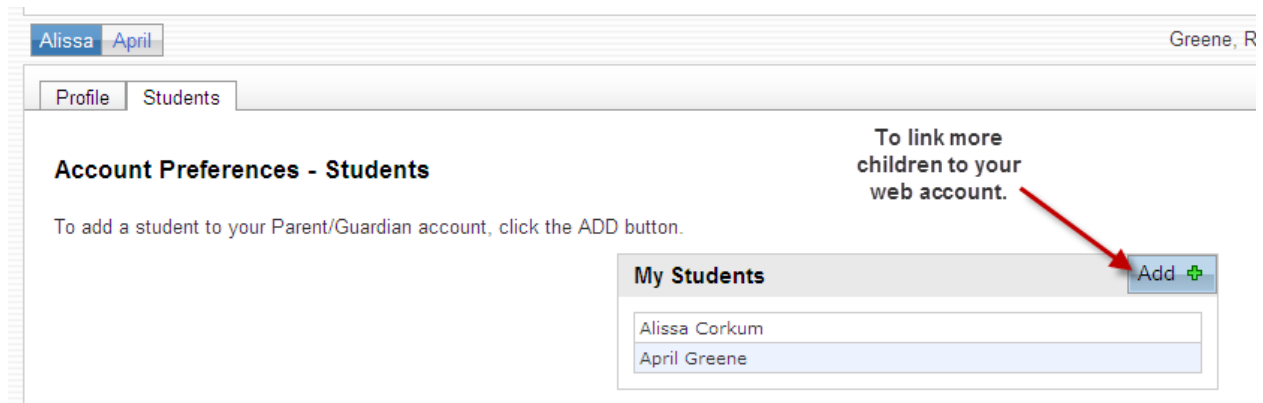
Once selected, a box appears where you can enter your changes. **Remember to click 'Submit' to save your changes!**

The screenshot shows the 'Account Preferences - Profile' page. At the top, there are two menu items: 'Profile' (selected) and 'Students'. Below the title, there is a paragraph: 'If you want to change the name, e-mail address, user name or user name, or password.' The form contains several input fields: 'First Name' (Roy), 'Last Name' (Greene), 'Email' (rgreene@somewhere.c), 'New User Name' (rgreene), 'Current Password', 'New Password', and 'Confirm Password'. At the bottom are 'Save' and 'Cancel' buttons. Two red arrows point from the text 'Enter your changes' to the 'New User Name' and 'New Password' fields.

If you want to add more children to your web account, click on **'Students'**.

This screenshot is identical to the one above, but with an additional annotation. A red arrow points from the text 'To link more students to your web account, click 'Students'' to the 'Students' menu item at the top of the page.

The **Account Preferences – Students** page appears. Click **'Add'**.



The **Add Student** box appears where you enter the information to add another child to your web account. The Access ID and Access Password information is available from your child's school. If you did not receive a letter with this information, please contact an Administrator at your school to get the information.

The 'Add Student' dialog box is shown. It has a title bar with the text 'Add Student' and a close button. The form contains four fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). There are 'Cancel' and 'Submit' buttons at the bottom right, and a help icon (?) at the bottom left.

**Remember to click 'Submit' to save your child's information!!**